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#### Contract Database Metadata Elements

Title: **Commack Union Free School District and Commack Teacher Aides Association (CTAA) (1995) (MOA)**

Employer Name: **Commack Union Free School District**

Union: **Commack Teacher Aides Association (CTAA)**

Local:

Effective Date: **07/01/95**

Expiration Date: **06/30/2000**

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RELATIONS BOARD

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Commack Ufsd And Commack  
Teacher Aides Assn

**AGREEMENT**

Between The

**BOARD OF EDUCATION**

of

**COMMACK PUBLIC SCHOOLS**

Commack, New York

and the

**COMMACK TEACHER AIDES ASSOCIATION**

**July 1, 1992 - June 30, 1995**

**AGREEMENT BETWEEN THE BOARD OF EDUCATION OF  
COMMACK PUBLIC SCHOOLS  
COMMACK, NEW YORK**

and the

**COMMACK TEACHER AIDES ASSOCIATION**

**BOARD OF EDUCATION NEGOTIATIONS COMMITTEE**

James A. Feltman  
Assistant Superintendent for Business Affairs  
Jack Ahern, Negotiator

**MEMBERS OF THE BOARD OF EDUCATION**

Daniel J. LaBianca, President  
Brian T. Patterson, Vice President  
Harvey V. Gasn, Trustee  
Diane H. Lerner, Trustee  
Joy Willens, Trustee

**COMMACK TEACHER AIDES ASSOCIATION NEGOTIATING COMMITTEE**

Shirley De Turris, President  
Greta Roher, First Vice President  
Carol Johansson, Second Vice President  
Charlotte May, Negotiations

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## ***ARTICLE I***

### **RECOGNITION, WORK OF THE UNIT, FREEDOM TO JOIN CTAA**

- A. The Board of Education ("the Board") hereby recognizes the Commack Teacher Aides Association ("the CTAA") as the exclusive negotiating representative for an appropriate employer-employee negotiating unit including: all teacher aides ("the Aides") and excluding: library aides and all other employees. Any future or additional aide positions that are created will be included in the unit.
- B. The work of the unit, to be performed by the aides, is specified in Appendix A. Neither the District nor any individual principal shall directly or indirectly, solicit the help and aid of students' parents to work in competition with the present duties of aides. Any future or additional aide positions that are created will be included in the unit.
- C. The Board recognizes the rights of aides to join and support CTAA freely, and will not directly or indirectly discourage, deprive, coerce or discriminate against any aide by reason of her membership in CTAA or institution of grievance.

## ***ARTICLE II***

### **NO STRIKES OR WORK STOPPAGES**

- A. The CTAA and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means, without interruption of the school program. The CTAA, therefore, agrees that there shall be no strikes, work stoppages or other concerted refusal to perform work by the aides and no instigation by the CTAA or its agents or representatives.

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RELATIONS BOARD  
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MAY 28 1996

EXECUTIVE DIRECTOR

**Memorandum of Agreement  
Between  
Commack Union Free School District  
and the  
Commack Teacher Aides Association**

It is agreed between the Commack School District and the Commack Teacher Aides Association to amend the existing agreement between the parties as follows, all of which is subject to ratification by the Association and formal Board of Education approval:

1. Term: July 1, 1995 - June 30, 2000
2. Wages: increase 1994-95 wage rates, Article V, Section A as follows:

1995-96	-	3%
1996-97	-	2%
1997-98	-	2.5%
1998-99	-	2.75%
1999-2000	-	2.75%
3. Leaves of Absence: Effective July 1, 1996, Art. IX to be modified as follows:
  - A. Maternity - limit to a maximum of ten (10) months or the remainder of a school year at the time of request, whichever is shorter, non-renewable.
  - B. Provide that for A above, which is subject to approval, that the aide must provide notice of intent to return, certified, return receipt, to the Superintendent of Schools between twenty-five (25) and thirty (30) calendar days before the end of the approved leave. Failing to provide said notice, the District will assume that the aide does not intend to return.
  - C. Provide that a "long term" aide substitute is defined as one appointed to fill a vacancy which is known to be longer than thirty (30) calendar days and a "per diem" aide substitute shall be defined as one appointed for less than a thirty (30) calendar day period, but in no case longer than ten (10) months. Long term aide substitutes after thirty (30) days shall be paid at the regular teacher aide rate for the position. *WITH DUES DEDUCTED AFTER FIRST 30 DAYS*
4. Bereavement Leave: Effective July 1, 1996 the district shall provide one (1) day at regular teacher aide pay, rate and hours, for the particular aide in the case of the death of his/her spouse, parent or child.

(89)



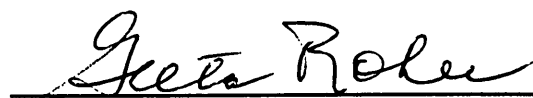
5. Recognition: Effective July 1, 1996 Teacher Aides shall be recognized by the district as part of the regular clerical worker Recognition Day. (Side Letter).
6. Chaperoning: Effective July 1, 1996 Teacher Aides may from time to time be requested to provide chaperoning duties at their regular hourly pay rate.
7. Unit Data: Effective July 1, 1996, annually, no later than September 30th of each school year, the district shall provide a listing to the Association President of unit members including name, date of hire, hourly rate, title and location of assignment.



Daniel J. LaBianca

5/10/96

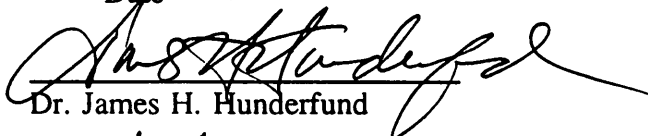
Date



Greta Roher, President C.T.A.A.

5/9/96

Date



Dr. James H. Hunderfund

5/8/96

Date

### **ARTICLE III**

#### **RIGHTS AND RESPONSIBILITIES OF CTAA AND AIDES**

- A. Members of the unit shall be accorded the privilege of payroll deductions for CTAA dues. Schedule for payroll deduction of monetary obligations for regular full time and regular part-time aides shall be set by the CTAA.
- B. The District agrees that no later than the second pay period after the start of the school year or after the effective date of employment it will deduct each month from each non-member of the CTAA a service charge toward the administration of this agreement and the representation of such non-member provided that each non-member will have available to him or her membership in the CTAA on the same terms and conditions which are available to him or her membership in the CTAA on the same terms and conditions which are available to every other member of the union. The CTAA shall notify the District of the amount of such service charge which in no case shall be greater than the dues paid by the members. Aides are responsible for all "back dues" not paid during any leave granted under this agreement. The District shall be saved harmless by the Association from any action which might arise under "dues deduction" provisions.
- C. The CTAA shall, with prior approval of the District, have reasonable use of school buildings for meetings, with custodial assistance, and space or use of the bulletin boards in offices and ditto and other office machines for purposes of dissemination of information on behalf of aides to aides.
- D. All aides will be permitted the use of the faculty facilities within the District.
- E. The Board agrees to make available, upon request of CTAA, public information concerning the fiscal resources of the District, tentative budget requirements and information dealing with conditions of employment and CONTRACTS OF

EMPLOYMENT OF ALL EMPLOYEE BARGAINING UNITS OF THE DISTRICT, for the purposes of assisting negotiations.

- F. Each school year the president of the CTAA shall, in September, formally notify the district in writing of the name and location of each official CTAA representative.
- G. The Principal of each school shall meet periodically with representatives of CTAA at the request of either party to discuss questions of mutual concern. In addition, the Assistant Superintendent For Business Affairs shall meet periodically with representatives of the CTAA to discuss any problems, changes, appointments, revisions of the teacher aide program in general with a view of keeping the CTAA informed and to resolve unforeseen difficulties.
- H. Each aide shall have the right, at reasonable times and intervals to review or examine the contents of her personnel file upon written request, except for pre-employment materials deemed confidential.
- I. The Board shall provide legal assistance with the Board's attorney, without cost or expense to the aide, in defense of any legal action unless district investigators shall disclose by clear and convincing evidence that the aide was not properly performing within the scope of his/her duties as teacher aide.
- J. The Board shall save harmless from damages any aide sued with respect to a claim for injuries to person or property, except in cases of willful torts, arising from duties within the scope of employment.
- K. Aides who must appear in court in a district related matter shall receive hourly pay for attendance and mileage at the district's official rate when such appearance is specifically on behalf of the district. All hours and mileage must be documented for payment.
- L. The President of the Commack Teacher Aide Association, with the consent of the building

principal, may take such time off from her position, without pay, as she shall deem necessary to conduct the business of the Commack Teacher Aide Association provided such President shall have made suitable and usual arrangements for coverage by a substitute. Such time taken off and spent on the business of the Commack Teacher Aides Association shall not be deemed an absence for any purpose.

- M. Aides summoned for jury duty shall be paid their regular hourly rate for each day of service for their normal number of hours of district work.
- N. Association officers shall have the right to visit the district schools. Such visits shall be confined to Association business and shall not, under any circumstances, interrupt employee work service. All such visits shall be announced in advance to the building administrator or his/her designee.

#### **ARTICLE IV**

##### **WORK DAY AND WORK YEAR, INCLEMENT WEATHER**

- A. Regular full time aide - works each school day of the school year.  
Regular part-time aide - works November 15 to April 15 of each school year.  
Special Aides - aides assigned to brain injured or similar handicapped children.
- B. Aides will be employed on an hourly basis, except that there will no longer be a three-hour pay day maximum.
- C. Regular full time aides will be required to perform their duties on days when according to the school calendar, both students and teachers are in attendance, and either lunchroom or building duties both, are required.
- D. No aide will be required to go outside with children either during rain or snow or where the outside wind chill equivalent is 21° F or less, as determined by reference to the diagram appearing in Appendix C, as announced each morning by the Suffolk Weather

Bureau.

- E. Outside assignments in individual schools will be equally rotated among the aides in each school.
- F. Every reasonable effort shall be made to notify regular part-time aides no later than 9:00 a.m. of the day in which they are required to work prior to November 15th and after April 15th.
- G. A teacher aide shall be designated by the administration for two hours daily for every scheduled school day, one hour in the morning and one hour in the evening for the purpose of obtaining substitute aides for the entire District. Any substitute aide required after 8:00 a.m. shall be obtained by the Secretary of the particular school involved.
- H. A teacher aide who is not able to report to work due to illness must "call in" between 7 and 8 a.m.
- I. Where an aide fills a work position of a higher rate of pay that aide shall receive the higher pay of the position commencing on the 31st consecutive work day in the position.
- J. The District agrees to conduct a program of in-service training for newly hired aides. The training shall be planned in cooperation with the Association and shall be conducted at a mutually convenient time. Any aide who participates in the planning or who assists with the training shall be compensated at his/her regular hourly rate for such time worked. Aides required to attend training programs outside the regular workday shall be paid at their regular hourly rate of pay for all such hours of required attendance.

## **ARTICLE V**

- A. Hourly wage rates will be as follows:

### SALARY SCHEDULE COMMACK TEACHER AIDE ASSOCIATION

	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>
Hired Before 7/1/89	\$8.89	\$9.34	\$9.81
Hired Before 7/1/92	8.37	8.79	9.23
Hired After 7/1/92	6.87	7.29	7.73

- B. Special Aides will be paid \$.90 per hour more than the rates specified above.
- C. Clerical aides and attendance aides will be paid \$.60 per hour more than the rates specified above.
- D. Aides shall be paid when the calendar calls for a school day and the District allows for a closing as an extra holiday.
- E. Aides will receive full pay for each and every day upon which school was originally scheduled but closed through acts of God or inclement weather.
- F. During the period of time from November 15 to April 15 of each year, Part Time Regular Aides will receive full pay for each and every day upon which school was originally scheduled but closed through acts of God or inclement weather.
- G. Teacher aides shall be informed by the same line of communication as teachers and all other personnel regarding emergency school closings or delayed openings resulting from acts of God or other inclement weather.
- H. Vacation pay, in lieu of holidays, sick leave, personal days and vacations, will be computed at 10% for the duration of the agreement. This amount will be paid on or

about June 30 of each year. This provision is not applicable to those hired on or after 7/1/92.

- I. In the event a Regular Part Time aide is hired as a substitute aide, said aide shall be paid at his/her regular rate of pay.

## **ARTICLE VI**

### **INSURANCE COVERAGES, RETIREMENT AND DEATH BENEFITS**

- A. Workers' compensation insurance will be carried in accordance with Appendix B-1.
- B. Disability insurance will be carried in accordance with Appendix B-2.
- C. The Retirement Plan and Death Benefit provided by the Board for eligible employees who join the plan will be that set forth in Sec. 75c of the Retirement and Social Security Law of New York, which is reproduced in Appendix B-3.

## **ARTICLE VII**

### **STUDENT WORK LOAD, DISCIPLINE AND ADMINISTRATIVE SUPPORT**

- A. The Board recognizes its responsibility to give all reasonable support and assistance to aides with respect to the maintenance of control and discipline in the classroom, play areas and cafeterias.
- B. The administration and other professional personnel working with aides, are expected to give to aides the same kind and degree of support and assistance in control and discipline matters as they give to teachers.
- C. Employees shall not be required to work overtime. In the event that an aide is not relieved at the end of the normal working period, such aide shall remain on duty and attempt to notify the immediate superior of the failure to be relieved. In the event that an aide must remain on duty beyond the normal working period due to the failure of

relief, such aide shall be paid for such overtime at the aide's regular hourly rate. Nothing contained herein shall prevent an aide upon consent, from working overtime at the aide's regular hourly rate upon proper authorization and request.

- D. When an aide has been assigned to a classroom and has another assignment at the end of the period and the teacher fails to return to the classroom on time, the aide will stay until relieved.

### **ARTICLE VIII**

#### **SENIORITY, TRANSFERS, PROMOTIONS, SUBSTITUTE AIDES LAYOFFS AND RECALL**

- A. Seniority is defined as the total length of continuous service as an aide in the District.
- B. Aides shall have the right to lateral transfer from one school to another in the event openings or vacancies at other schools arise, based upon seniority, subject to approval of the accepting principal. Such approval shall not be unreasonably withheld. An opening or vacancy may consist of any existing unfilled position, or a newly created additional position.
- C. Transfers from two-hour or three-hour or longer assignments shall be filled from within the unit subject to the approval of the accepting principal whose approval shall not be unreasonably withheld. Where qualifications are relatively equal, seniority shall prevail. If no applications for transfer are received, the Board may hire at will.
- D. In appointments to regular full time aide positions, Regular Part-Time aides shall be appointed in order of seniority.
- E. The Board will furnish to CTAA, and from time to time bring up to date, a list of aides with the right of recall.



- F. Notice of openings, vacancies or promotions under "B", "C" and "D" above will be posted in individual schools and given to the CTAA President before interviews for such positions are commenced and the positions filled. All applications for teacher aide positions shall be made to the Assistant Superintendent of Business Affairs.
- G. Prior to public notice, the District shall post all openings for existing and newly-created non-professional and para-professional two, three, or more hour positions, so as to enable qualified teacher aides to apply for same. All such applications will be made to the Assistant Superintendent For Business Affairs. No one shall be hired on a permanent basis until posting of vacancies has been made.
- H. Notices of openings for clerical and library aide positions shall be provided to the CTAA President.
- I. In the event of layoff for lack of work, regular full time aides will be laid off in reverse order of seniority from within the entire unit.
- J. A laid-off regular full time aide shall become a Regular Part-Time aide and Regular Part-Time aides shall be excessed in order of seniority by reason thereof.
- K. A laid-off regular full time aide will retain recall right for one year and such laid-off regular permanent aide shall be rehired in order of seniority as any vacancies occur without regard to whether such aides were laid-off from an elementary or secondary school position.
- L. In the event of layoff for lack of work, regular part-time aides shall be laid-off in reverse order of seniority within the entire unit.
- M. A laid-off regular part-time aide will recall rights for one year and such laid-off regular part-time aides shall be rehired, as a regular part-time aide in order of seniority, as vacancies occur, without regard to whether such aides were laid-off from an elementary

or secondary school position.

- N. No regular full time aide position may be filled from the outside while a laid-off regular full time aide, having recall rights, claims to be recalled.
- O. No regular part-time aide position may be filled from the outside while a laid-off regular part-time aide, having recall rights, claims to be recalled.

## **ARTICLE IX**

### **LEAVES OF ABSENCE**

- A. Maternity Leave - An aide may receive one year's leave without pay, renewable subject to Board's approval for one additional year, provided the aide enters her request one month prior to scheduled day of return.
- B. Ordinary Leave - An aide may receive an ordinary leave, without pay, for a period of up to six months, subject to application to and approval by the Board. An aide returning from an ordinary leave will be entitled to return to the building and the duty assignment held at the time of leave-taking.

## **ARTICLE X**

### **GRIEVANCE AND ARBITRATION PROCEDURES**

- A. The grievance and arbitration procedures shall be those set forth in Appendix D.

## **ARTICLE XI**

### **DISCHARGE**

- A. During the first twelve (12) weeks of regular employment, a teacher aide may be discharged without cause. Following said twelve (12) weeks of regular employment, a

teacher aide shall not be discharged except for good and sufficient reason.

- B. If an aide with more than one school term of continuous service is to be discharged, written notice of such discharge shall be given, two weeks prior thereto, to the employee who shall be given a written statement of the reason for discharge.
- C. A hearing before the Board upon any discharge shall be held upon request of the employee provided such request is made in writing within five (5) school days of receipt of such employee of written reasons for discharge. The hearing shall be held no later than thirty (30) school days from request for hearing.

## ***ARTICLE XII***

### **EVALUATION OF AIDES**

- A. Employees shall receive a copy of any evaluation, reprimand or critical statements of their work, performance or conduct which is placed in their permanent personnel folder. Employees may make written response to such evaluation, reprimand or critical statements and such response shall be placed in the employee's permanent personnel folder.

## ***ARTICLE XIII***

### **ENTIRETY OF AGREEMENT**

- A. The covenants hereby entered into and appended shall constitute the entire Agreement between the parties.
- B. It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefore, shall not become effective until the appropriate legislative body has given approval.
- C. Except where a provision of this Agreement supersedes an existing benefit or practice, no

provision of this Agreement shall be construed to diminish the wages and terms and conditions of employment in effect on June 30, 1983.

#### ***ARTICLE XIV***

##### **FUTURE NEGOTIATIONS**

- A. No later than January 15, 1995 the parties shall enter into good-faith negotiations over the terms and conditions of employment for the succeeding school year and shall continue in such negotiations until full and complete agreement shall have been reached.

#### ***ARTICLE XV***

##### **PROMULGATION OF CONTRACT**

- A. Commack Teacher Aides Association shall be responsible for the distribution of copies of this contract to each and every teacher aide in the District. Proof of such distribution shall be supplied to the District within ten (10) days after the Agreement has been printed or otherwise reproduced and in the event that the Commack Teacher Aides Association shall fail to see to the delivery of a copy of the contract to any aide after proof of distribution has been made, the District shall be free to distribute copies of the Agreement to any Teacher Aide to whom the Commack Teacher Aide Association has not made distribution.

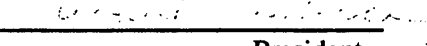
## **ARTICLE XVI**

### **DURATION OF AGREEMENT**

A. The Agreement will be effective for the period July 1, 1992 through June 30, 1995.

Dated: Commack, New York

**BOARD OF EDUCATION, COMMACK PUBLIC SCHOOLS**

By:   
President

**COMMACK TEACHER AIDES ASSOCIATION**

By:   
President

## ***APPENDIX A***

### **DESCRIPTION OF UNIT WORK**

1. The work of the unit to be performed by the aides, consists of: Aid to teachers, nurses, secretaries and students in the supervision of school children, boarding and alighting from buses at school, in the play areas, library, cafeteria, halls and classrooms, during any hours of the school day, including extracurricular activities, with or without the presence of a teacher. In addition, the High School aides work shall consist of checking the bathrooms for smoking and any other misconduct of the students, checking the halls and students for passes from classes and supervising the internal suspension classrooms. The clerical or attendance aides work shall consist of keeping records on attendance, lateness, cuts from classes and making telephone contact with parents in connection with these records. When required, the clerical aide shall assist the Dean of Discipline.
2. (a) The work of the unit does not include such tasks as: selling food, milk or snacks, cleaning tables and utensils, moving garbage cans and collecting money for cafeteria personnel.  
  
(b) Aides may not volunteer to perform such tasks as listed in 2(a) above.

## ***APPENDIX B-1***

### **WORKERS' COMPENSATION INSURANCE**

Workers' compensation covers all employees who are injured while engaged in a job-related activity at no cost to the employee. This coverage is mandated by state law.

## ***APPENDIX B-2***

### **DISABILITY INSURANCE**

Coverage: New York State Disability Insurance covers employees who are injured or become ill while

not engaged in a job-related activity.

### APPENDIX B-3

#### RETIREMENT PLAN AND DEATH BENEFITS

- A. The Board agrees to cover all eligible employees under Section 75(c) of the New York State Retirement Plan.
- B. All eligible employees will be covered under the insurance section 60(b) of the New York State Retirement system.

### APPENDIX C

#### WIND CHILL FACTOR DIAGRAM

The following diagram is taken from Environmental Information Summary C-3, Wind Chill (Equivalent Temperatures), National Oceanic and Atmospheric Administration , Environmental Data Service, U.S. Department of Commerce (Nov. 1971):

		45	40	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45		
Wind Velocity (MPH)	4	44	40	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45	4	
	5	43	37	32	27	22	16	11	6	0	-5	-10	-15	-21	-26	-31	-38	-42	-47	-52	5	
	10	34	28	22	16	10	3	-3	-9	-15	-22	-27	-34	-40	-46	-52	-58	-64	-71	-77	10	
	15	29	23	16	9	2	-5	-11	-16	-25	-31	-38	-45	-51	-58	-65	-72	-78	-85	-92	15	
	20	26	19	12	4	-3	-10	-17	-24	-31	-39	-46	-53	-60	-67	-74	-81	-88	-95	-103	20	
	25	23	16	8	1	-7	-15	-22	-29	-36	-44	-51	-59	-66	-74	-81	-88	-96	-103	-110	25	
	30	21	11	6	-2	-10	-18	-25	-33	-41	-49	-56	-64	-71	-79	-86	-93	-101	-109	-116	30	
	35	20	12	4	-4	-12	-20	-27	-35	-43	-52	-58	-67	-74	-82	-89	-97	-105	-113	-120	35	
	40	19	11	3	-5	-13	-21	-29	-37	-45	-53	-60	-69	-76	-84	-92	-100	-107	-115	-123	40	
45	18	10	2	-6	-14	-22	-30	-38	-46	-54	-62	-70	-78	-85	-93	-102	-109	-117	-125	45		

WIND CHILL EQUIVALENT TEMPERATURE TABLE  
Dry Bulb Temperature (°F)

## **APPENDIX D**

### **GRIEVANCE AND ARBITRATION PROCEDURES**

- 1.00      The Board of Education of the Commack Public Schools, State of New York, in compliance with Article 16 of the General Municipal Law (Chapter 554 of the Laws of 1962) regarding the establishment of grievance procedures for public employees, does hereby establish and adopt the following procedures for the orderly settlement of grievances of employees of the Commack Public Schools, State of New York, to be effective July 1, 1970.
- 2.00      In order to establish a more harmonious and cooperative relationship between the Board of Education of Commack Public Schools, State of New York, it is hereby declared to be the purpose of these procedures to provide a means of orderly settlement of differences, promptly and fairly, as they arise and to assure equitable and proper treatment of employees pursuant to established rules, regulations and policies of the District. The provisions of these procedures shall be liberally construed for the accomplishment of this purpose.
- 3.00      School District shall mean Commack Public Schools, State of New York.
- 4.00      Board of Education shall mean the Board of Education of Commack Public Schools.
- 5.00      Public Employee or employee shall mean any aide in the unit described in Article I, 1.01 above.
- 6.00      Administrator means any employee responsible for or exercising any degree of supervision or authority over another employee.



- (a) Chief Administrator shall mean the Superintendent of the School District.
  - (b) Immediate Supervisor shall mean the administrator to whom another employee is directly responsible.
  - (c) Intermediate Supervisor shall mean the administrator (other than the Chief Administrator) to whom the immediate supervisor is directly responsible.
- 7.00 Representative shall mean the person or persons designated by the aggrieved employee as his counsel or to act on his behalf.
- 8.00 Grievance means any claimed violation, misinterpretation, or inequitable application of any existing laws, rules, regulations, or policies which relate to or involve the employee or groups of employees in the exercise of the duties assigned to him, or may call attention to the need for a policy.
- 9.00 It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of a grievance at the earliest possible stage is encouraged.
- 10.00 An employee, or the CTAA, shall have the right to present grievances in accordance with these procedures, free from coercion, interference, restraint, discrimination or reprisal.
- 11.00 At all stages, hereinafter described, an employee shall have the right to be represented by a person or persons of his/her own choice. The CTAA shall have the right to initiate any grievance at any appropriate stage.
- 12.00 Each party to a grievance shall have access at reasonable times to all written statements and records pertaining to such case.
- 13.00 All hearings shall be confidential at the discretion of aggrieved employee or the CTAA.
- 14.00 It shall be the responsibility of the chief administrator of the District to take such steps as may be necessary to give force and effect to these procedures. Each administrator shall

have the responsibility to consider promptly each grievance presented to him and make a determination within the authority delegated to him within the time specified in these procedures.

15.00 The function of these procedures is to assure equitable and proper treatment under the existing laws, rules, regulations and policies which relate to or affect the employee in the performance of his assignment. They are not designed to be used for changing such rules or establishing new ones. Nothing herein shall be deemed to be in conflict with any other part of the agreement.

16.00 The Board agrees that, in grievances prosecuted by an individual employee, no grievance adjustment or disposition shall be inconsistent with the terms and provisions of this agreement, and that no such grievance hearing shall be held unless the CTAA has been afforded notice and an opportunity to be present.

17.00 Grievance Procedures:

- (a) Informal Stage - the aggrieved employee or CTAA shall orally present his grievance to his immediate supervisor who shall orally and informally discuss the grievance with the aggrieved employee or CTAA. The immediate supervisor shall render his determination to the aggrieved employee or CTAA within five (5) school days after the grievance has been presented to him. If such grievance is not satisfactorily resolved at this stage, the aggrieved employee or CTAA may proceed to the intermediate stage or formal stage as the case may be.
- (b) Intermediate Stage - Within ten (10) school days after a determination has been made at the preceding stage, the aggrieved employee or CTAA may in writing present his grievance to the intermediate supervisor to whom

his immediate supervisor is immediately responsible, if such there be, who shall orally discuss the grievance with the aggrieved employee or CTAA. The intermediate supervisor shall render his WRITTEN determination to the aggrieved employee or CTAA within ten (10) school days after grievance has been presented to him. If such grievance is not satisfactorily resolved at this stage, the aggrieved employee or CTAA may proceed to the formal stage.

- (c) 1. Formal Stage - Within ten (10) school days after a determination has been made by the immediate supervisor or intermediate supervisor, as the case may be, the aggrieved employee or CTAA may make a written request to the Chief Administrator or his designee for a review and determination. If the Chief Administrator designates a person to act in his behalf, he shall also delegate full authority to render a determination in his behalf.
2. The Chief Administrator or his designee shall immediately notify the aggrieved employee or CTAA, immediate supervisor, intermediate supervisor and any other administrator previously rendering a determination in the case to submit written statements to him within ten (10) school days setting forth the specific nature of the grievance, the facts relating thereto, and the determinations previously rendered.
3. If such is requested in the written statement of either party pursuant to paragraph 2, above, the chief administrator or his

designee shall notify all parties concerned in the case, of the time and place when an informal hearing will be held where such parties may appear and present oral and written statements supplementing their position in the case. Such hearings shall be held within ten (10) school days of receipt of the written statements pursuant to paragraph 2.

4. The chief administrator or his designee shall render his WRITTEN determination within ten (10) school days after the written statements pursuant to paragraph 2 have been presented to him.
5. THE INTERMEDIATE STAGE AND THE FINAL STAGE OF THE PROCEDURE SHALL INCLUDE A WRITTEN DECISION DETERMINING THE GRIEVANCE . IN THE ABSENCE OF A WRITTEN DECISION, THE TIME WITHIN WHICH TO PROCESS THE GRIEVANCE SHALL BE STAYED UNTIL SUCH WRITTEN DECISION IS RENDERED.

#### Binding Arbitration Procedure

- (a) If the grievance has not been satisfactorily resolved in the above stages, either party to this agreement (the Board or the CTAA, and no other person) may, within ten (10) school days of the determination required by 17.00 (c) 4, above, make a written demand for arbitration to the Public Employment Relations Board in accordance with its Rules and Procedures

then prevailing. The arbitrator so appointed must be mutually approved by the parties to this agreement.

- (b) Such arbitration shall be final and binding upon both parties. Any award of the arbitrator shall be promptly complied with, and, in any event, shall be enforceable under the laws of New York.
- (c) All expenses shall be equally divided by the parties to this agreement.
- (d) This stage of the grievance procedure shall apply only to grievances arising out of disputes concerning the meaning, interpretation or application of the terms and provisions of this agreement without regard to Section 8.00 above.
- (e) All binding arbitration shall be held within the geographical boundaries of the District.